



TEMPORARY EVENT GUIDELINES

Dear Food Vendor/Event Coordinator:

The following procedures and guidelines will apply for food service events held in Boulder County.

- 1. Food worksheets and applications must be submitted in writing to the event coordinator.** Please check with your event coordinator for the deadline for submitting the worksheets. **Event Coordinators must forward the event worksheets to Boulder County Public Health at least 10 working days prior to the event. Food service will not be permitted unless prior approval is granted.** Food service will be limited to the service of those foods submitted and approved on the booth worksheet.
2. An invoice will be sent to the event coordinator within one week of the end of the event. The invoice will be for services provided by the Health Department and will be based upon an hourly rate. Services provided include reviewing applications, inspecting food booths, investigating illnesses and complaints, and other duties as necessary to ensure safe food for the public.
- 3. All vendors must hold a current Colorado Retail Food License for a mobile unit or for temporary events unless the vendor is charitable or non-profit in nature. (This license is required in addition to any retail food license the vendor may hold for their permanent facility).**
4. All foods (including ice) must be prepared in a commercial kitchen approved by Boulder County Public Health. All foods must be pre-cut, prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited. Turkey legs shall be pre-cooked.
5. All utensils and equipment must be washed, rinsed, and sanitized daily in a 3-compartment sink approved by Boulder County Public Health. Extra serving utensils must be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins 3 compartment sinks is not allowed.
6. All produce items must be washed at an approved commercial kitchen having a food prep

sink, or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples).

7. All foods, utensils, and paper goods must be transported in clean, covered containers to protect them from contamination.

8. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. **Containers or coolers made from Styrofoam are not approved for use.** The storage of packaged food/beverage in undrained ice is prohibited.

9. *Potentially hazardous foods such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans must be maintained below 41°F or above 140°F at all times during the event.

*Foods cannot sit out at room temperature even if frozen.

*Food thermometers (scaled 0°F - 220°F) must be provided for monitoring food temperatures.

Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F.

*Foods prepared a day or more before they will be served must be quickly cooled (from 140°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours) using ice baths, or must be cooled under refrigeration in shallow pans with frequent stirring, or by another approved method which will bring the food temperature down to less than 41°F. Cooling of foods at room temperature is prohibited. Cooling of hot foods at the event is prohibited.

*Service of food items will not be allowed if foods are not at proper temperatures.

10. Foods, utensils, equipments, and single-use items must be protected from dust, dirt, insects, and customers while being stored, used and/or served. All food, paper products, and utensils must be stored off the ground and in a protective sleeve or container.

11. Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food. Direct hand contact of foods must be minimized. The use of clean food handlers= gloves is recommended, but they do not replace the need for hand washing.

12. **A hand washing station must be provided in each food booth. Service of food items will not be allowed without a proper hand wash station.** The hand washing station is to consist of a covered container filled with warm water, at least five (5) gallons in size, **with a spout or spigot on the bottom that can be opened with one hand and will remain open while both hands can be put under the stream of water and washed.** A 5-gallon catch bucket to be

placed under the water container, hand soap, and paper towels must also be provided. The hand wash station must be set up so it is accessible and easy to use. All wastewater must be disposed of to the sanitary sewer system.

13. Eating, drinking, and smoking is prohibited within the food booth. Staff must leave the booth for these activities and wash hands upon return to work.

14. A separate bucket of clean, warm water must be provided in the stand at all times. This container, to be used for the storage of wiping cloths, must have a residual of 100 ppm chlorine (approximately 2 to 1 teaspoon of bleach per gallon of water) or 200 ppm quaternary ammonium. Approved sanitizer and test strip kits must be provided in the food booth. If a wiping cloth is provided, it shall be saturated with the proper concentration of approved sanitizer at all times.

15. Any solid wastes such as food debris, or waste paper must be collected and later disposed of in a commercial establishment. A clean trash receptacle must be provided in the food booth.

16. All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank, or be discharged into an approved wastewater disposal system.

17. Fully equipped mobile vendors must operate from an approved commissary, conveniently located from the event. Vendors must report to the commissary at least daily for servicing operations. A letter of approval from the commissary must accompany the event application.

18. Food grade hose must be used when connecting the potable water supply to a mobile food establishment.

19. **Complete the attached Food Booth Worksheet and application and return it to the event coordinator** who will forward it to Boulder County Public Health. BCPD requires at least 10 working days to review the information.

If you have any questions concerning these guidelines, or if BCHD can be of any assistance to you, please feel free to contact us at 303-441-1150.

Sincerely,

Environmental Health Specialists

ITEM CHECKLIST FOR TEMPORARY EVENTS

- _____ 1. Thermal insulated container with a spout that stays on for washing hands
- _____ 2. Clean, warm water in the thermal insulated container
- _____ 3. Catch basin
- _____ 4. Hand soap
- _____ 5. Single-use towels
- _____ 6. Metal, stem food thermometers (scaled 0°F - 220°F)
- _____ 7. Food grade plastic gloves (to be used by anyone with an open wound or cut on there hands)
- _____ 8. Covered trash receptacle
- _____ 9. Commercial kitchen for equipment washing and sanitizing

*If wet wiping cloths are to be used, a container of sanitizing solution, approved sanitizer, and proper test strips to check concentration shall be provided.

APPLICATION TO CONDUCT A TEMPORARY EVENT FOOD FACILITY

Complete ALL requested information on form

Form must be returned to event coordinator at least ten (10) working days prior to event

Event Name : _____

Event Location: _____

Event Coordinator: _____ Phone (w) _____ (h) _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Food Booth Name: _____

Food Booth Owner: _____

Mailing Address: _____ City _____ State _____ Zip _____

Booth Contact Person: _____ Phone (w) _____ (h) _____

Booth shall Operate: Date _____ Time _____ to Date _____ Time _____

Commissary Name: _____

Address _____ City _____ State _____ Zip _____

Contact Person at Commissary: _____ Phone _____

Are you non profit? Yes No If yes, please enclose copy of documentation.

Do you have a State Retail Food License to conduct a food booth at a Temporary Event?
 Yes No If yes, please enclose a photocopy of license **or** fill out below:

Licensed facility name: _____

Owner name: _____

Address on license: _____

What County issued your license: _____

Department of Revenue Number (DOR): _____

Public Health Approval: YES NO _____

Reviewed by: _____ Contacts Made / Date

OW#: _____ FA#: _____ AR#: _____

FOOD BOOTH WORKSHEET

1. List food and drink items to be served:

2. List all food items that will be prepared prior at the event:

3. Of the items to be served hot, which will be cooked prior to the event? List the date and time when each will be prepared:
 - a) Once cooked, how will each cooked product be cooled?

 - b) Once cooled, how and where will each food product be stored?

 - c) How and where will products be reheated?

4. If transported hot to the event site, what equipment will be used to maintain hot food items at 140°F or greater?

5. How will hot food items be stored above 140°F at the event site? List types of holding units and heat source. (Be advised, solid fuels: such as Sterno, are NOT approved for use.)

6. Of the menu items to be served cold, which will need to be cooked ahead of time, and then cooled? List the date and time when each will be prepared.
 - a) How will each cooked product be cooled?

 - b) How and where will each cold food product be stored prior to the event?

7. What equipment will be used to transport cold food at 41°F to the event site?

8. How will cold food items be stored below 41°F at the event site? Mechanical refrigeration or coolant material (ice, dry ice, gel packs, blue ice etc.) must be provided. (List types of holding units, types of coolants, etc.)

9. What final assembly of food product will take place at the event site?

10. If the event is two (2) days or more, how will leftover and extra food products be stored for the next days use (list equipment and procedures)?

11. As foods are sold, how will product be re-supplied to the booth? (Replenishing new product into old product is prohibited.)

12. How and where will utensils be washed?

13. How will waste water; such as wiping cloth water, hand wash water, or water from cooking processes, be collected?

14. Where will wastewater be disposed?